

Introduction

Process and Trigger

Perform this procedure when you need to research a vendor invoice document. This transaction will allow you to display a document, check information, baseline date, clearing date and payment terms.

Prerequisites

- Department Submitter Role
- Department Approver Role

Menu Path

Use the following menu path to begin this transaction:

WebGUI → ECC Systems → User Menu → Department Submitter or Department Approver → FB03 – Display Document

Transaction Code

FB03

Tips and Tricks

- The **Reference no.** field is defaulted not to display for transaction code **FB03**. To add the field as an option for searching vendor invoice entry, click on *Editing Option* button and check off to select *Reference no*. then click on *Change User Master Record* to save.
- Additional toolbar options can be accessed by clicking on the More or Menu button.
- At times you may need to use your scroll bar to view additional information.

Reports

- Reporting **+** Funds Management (Distributed) **+** Transaction Details
- WebGUI ECC Systems Department Submitter FMRP_RFFMEP1AX All Posting Report

Related Help Resources:

- FB03 Display Document QRG
- How to: View Increased Detail via FB03
- Editing Options How to add Reference no. field to FB03 QRG
- <u>Vendor Payment Lookup Demo Video</u>



Procedure

1. Start the transaction using the above menu path or transaction code.

Display Document: Initial Screen

Display Document: Initial Screen								
Menu 🖌	Back Exit Cancel System Document List First Item Editing Options							
Keys for Entry View								
Document Number	190043222 × 2							
Company Code	TRBU							
Fiscal Year								

2. As required, complete/review the following fields:

Field	R/O/C	Description
Document Number	Required	A system generated unique identification value assigned to a business event. Important: Manual assigning of document numbers is not possible.
		Example: Enter Document Number 1900432225

Display Document: Data Entry View

Menu	4	•	Back Exit C	ancel System / Dis	play Another Document	Select Individual Object	Display Document Header	Display Currency General Ledger
Dat	a Entry View							
Docu	ument Number	1900432225	Company Cod	e TRBU	Fiscal Year	2015		
Docu	ument Date	02/27/2015	Posting Date	03/11/2015	Period	9		
Refe	rence	1505	Cross-Comp.N	lo.				
Curr	ency	USD	Texts exist		Ledger Group			
	878	🗒 🍞 🔀 🖉	🖬 🗖 🚮 -		E			
•	Account	Description	Ť	Amount Grant	B Fund	Cost Center Order	WBS element	Text
1	31 Million Miller	Stafania L. Parroll		3,060.00-				
2	40 515015	CNTR SVCS- CON	ISULTIN	3,060.00 GRANTNR	1CRC 100000000	1(524050000)		
				0.00				

3. Highlight and Double-click the Vendor line item.



Display Document: Line Item 001

Display	Document:	Line	Item O	01		
Menu 🖌		Back	Exit Cancel	System J Di	splay Anoth	er Document Call Up
Vendor	boncanes. Distanta	rie L. Farr	4		G/L Acc	210000
Company Code	TRBU PO B	ox 444				
Trustees of Boston	Univ Nitria				Doc. no.	1900432225
Line Item 1 / Inv	voice / 31					
Amount	3,060.00	USD				
Tax code						
Additional Data	-					
Bus. Area						
Disc. base	3,060.00	USD	Disc. Amount	0.00		USD
Payt Terms	Z001		Days/percent	0 0.000	% 0 0	0.000 % 0
Bline Date	02/27/2015		Fixed			
Pmnt Block			Invoice ref.		/	0
Payment cur.			Pmnt/c amnt	0.00		
Pmt Method	Pmt meth.supl.					
Payment Ref.						
Clearing	03/13/2015 / 200	00996185	5			
Assignment	466822					
Text						Rev Long text

- 4. Review the fields under the *Additional data* section.
- Ð
- 1. The **Days/percent** field contains the terms that the vendor has negotiated with Sourcing and Procurement.
- 2. Bline date field or Baseline data field is the same as the Invoice date.
- 3. Clearingdate is the date the payment was issued.
- 4. Clearing document number is the SAP document number that represents the clearing of this invoice

a. If a check was issued, the clearing document number is not the check number.

b. If an ACH or credit card payment was issued, the clearing document number is the number that the vendor will need to reference with their bank.

5. If the clearing field is not displayed, then the payment has not been process.



5. Double-click the **Clearing** number field to the right of the /.

Display Document: Data Entry View

Menu 🖌	▲ Bac	k Exit Cancel	I System ∡ Disp	play Another D	ocument Select Individ	lual Object	Display Document Header	Display Currency	General Ledger V
Data Entry View									
Document Number	2000996185 C	Company Code	TRBU	Fiscal Year	2015				
Document Date	03/13/2015 P	osting Date	03/13/2015	Period	9				
Reference	C	ross-Comp.No.							
Currency	USD T	exts exist		Ledger Grou	р 🗌				
Q A 7 H 6	5 - 1 2 - 54	🗋 🚮 🖪	4 💷 / 🔢 /	i					
	Description	Ť Ě A	Amount Grant	B Fur	d Cost Center	Order	WBS element	Text	
Account									
1 25	Statunia L. Farral	3	,060.00						
Account 1 25 2 50 101391	Jennes L. Ferrell JPM A/P-CLROUT CHC	3, KS 3,1	,060.00 060.00- GRANTNR	9TRS 999	9999999				
	Stationa L. Fanal JPM A/P-CLROUT CHC	3 KS 3,1	,060.00 060.00- GRANTNR 0.00	9TRS 999	9999999				

6. The Description column / line item 2 field JPM A/P-CLROUT CHCKS indicates that a check has been issued to the vendor.

Display Docur	Display Document: Data Entry View								
Menu 🖌	•	Back Exit	Cancel	System 2	Disp	olay Anoth	er Document	Select I	ndivio
Document •									1
Edit +									
Goto 🕨	96185	Company (Code	TRBU		Fiscal Ye	ear	2015	
Extras •	/2015	Posting Da	te	03/13/2	2015	Period		9	
Settings +		Cross-Com	p.No.						
Environment •	Document	Changes				Ledger (Group		
System •			_						
Help 🕨	Clteck Info	rmation	7						
	Payment U	Isage				1			
Print Window Content			An	nount Grai	nt	B*	Fund	Cost Ce	enter
	Document	Environment	3,0	60.00					
About SAP GUI for HTML	Additional	Assignments	► 3,06	0.00- GRA	NTNR	9TRS	99999999999		
	Valuation		•	0.00					
	Correspon	dence							
Balance Sheet Adjustment									
Reference Object									

7. Click the Menu button select Environment and from the Drop-down list select Check Information Check Information



Display Check Information

Display Check Information								
Menu 🖌	Back	Exit Cancel System 4	Check recipient Check issuer	Accompa				
Paying company code	TRBU	Payment document no.	2000996185					
Bank details								
House Bank	JPMN2	Bank Key	044115443					
Account ID	JPDIS	Bank Account	600710227					
Bank name	JPMORGAN C	HASE BANK, NA						
City	TAMPA 33610	-0000						
Check information								
Check number	3220898	Currency	USD	1				
Payment date	03/13/2015	Amount paid	3,060.00					
Check encashment	03/23/2015	Cash discount amount	0.00					
Check recipient								
Name	Stefanie L. Fan	rail						
City	100							
Payee's country	US							
Regional code	1410							

8. Review the displayed information.



Review the fields under the Check Information section on screen below.

- 1. Check Number field check number is used to identify the check.
- 2. Payment date field date payment is processed.
- 3. Check encashment field represents the date the check was cashed.

a. If the check encashment field is blank, then the check has not been cashed by the vendor.

9. Click the **Check recipient** button Check recipient to display where the check was mailed.



Check Recipient

Check Recipient				×
Vendor	B0018041			
Address				
Title				
Payee name	Stafania L. Farral			
Street	PO Box 444	PO Box		
City	keteline.	Post.code	10/2100-0	
PO box city		PO box post cde		
Country	us	Regional code	MA	
-		-		
				✓ ×

- 10. This screen displays the Payee name and address that the check was mailed to.Click the Continue button to close window.
- **11.** The transaction is complete.



Results and Next Steps

You have successfully displayed a document and any associated information related to the document entry.